



Annual Multi-Family Recycling & Waste Reduction Report

THIS FORM REPORTS ON RECYCLING AND DISPOSAL AT YOUR PROPERTY DURING CALENDAR YEAR: _____

This form must be completed and returned by **FEBRUARY 1st**.

Mail completed form to: Montgomery County Division of Solid Waste Services
ATTN: TRRAC Program
101 Monroe Street, Sixth Floor
Rockville, Maryland 20850
or Fax to: 240-777-6465

Please retain a copy of this report for your records. For questions regarding this report, call 240-777-6446.

PROPERTY NAME: _____

Physical Address of Property: _____

City: _____ Zip Code: _____

Property Type: ☐ Apartment ☐ Condominium ☐ Cooperative

Property Sub-Type: ☐ High-Rise ☐ Mid-Rise ☐ Garden ☐ Mixed

Number of Units: _____ Total acreage of green area (landscaped and grassy area): _____

On-site Contact Person – Name: _____

Title: _____

On-Site Mailing Address: _____ ☐ (Check if same as above)

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax Number: _____

E-mail: _____

PROPERTY MANAGEMENT COMPANY (if applicable): _____

Mailing Address: _____ Unit/Suite # : _____

City: _____ State: _____ Zip Code: _____

Property Management Company Contact Person -- Name: _____

Title: _____

Telephone Number: _____ Fax Number: _____

E-mail: _____

PLEASE SIGN THE REPORT:

Signature of Property Owner, Manager or Other Responsible Party

Date

Printed Name of Signatory

I hereby certify that as the Designated Responsible Party, my property complies with Montgomery County Executive Regulation 15-04AM, which requires recycling and reporting by my property, and confirm that the above information is accurate.

FOR DSWS USE ONLY:

Field Verified By:

Date Verified:

Verification Comments:

Date Reviewed:

Total Recycled:

Total Generated:

Recycling Rate (%):

(OVER)



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For Property: _____

Calendar Year: _____

Material Type	Container Type & Size <i>(see below for types)</i>	Total Number of Containers	Number of Collections	Collection Frequency	Total Annual Amount Collected (Pounds/Year)	Collector Name, Address, Phone Number
Required Recyclable Materials (use additional page if necessary)						
Mixed Paper (includes corrugated cardboard, newspaper, white office paper, and all other paper collected together)				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		
Corrugated Cardboard (only if collected separately from mixed paper)				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		
Commingled Materials (includes aluminum cans/foil products, plastic bottles and containers, glass bottles and jars, and steel/tin cans collected together)				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		
Scrap Metal				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		
Christmas Trees				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		
Yard Trim				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		
Voluntary Recyclable Materials (use additional page if necessary)						
Specify Material Type:				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		
Specify Material Type:				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		
Solid Waste (Trash) (use additional page if necessary)						
Solid Waste (Trash):				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		
Solid Waste (Trash):				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		

Common collection container types and sizes:

Container (18, 22, 23, 50, 55 gallon)	Dumpster (1, 1.5, 2,3, 4, 6, 8 cubic yard)	Wheeled hamper (1, 2 cubic yard)	Baler
Wheeled cart (40, 60, 90 gallon)	Compactor (2, 8, 10, 15, 20, 30, 34, 40 cubic yard)	Roll-off (10, 15, 20, 30, 40 cubic yard)	Grasscycling or Composting



Printed on Recycled and Recyclable Paper

For Property: _____ Calendar Year: _____

WASTE REDUCTION/REUSE AND EDUCATION SUMMARY*This page must be included with Annual Recycling Report***Waste Reduction**

Describe the progress in waste reduction and reuse efforts that has been undertaken at your property in an effort to reduce the amount of solid waste generated:

Waste reduction activity examples include: energy efficient lights and appliances (including washing machines), resident yard sales, reusable mugs in the leasing office, double-sided printers, electronic notices/newsletters instead of paper, donation of gently used items to charities, etc.

Outreach and Education

Check boxes for activities you have conducted at your property.

- ☐ Included recycling information in move-in package
- ☐ Included recycling information in property newsletter # of times: _____
- ☐ Distributed County-provided educational recycling materials
- ☐ Had informative recycling posters at all collection sites
- ☐ Conducted resident outreach/education event
 - ☐ with Montgomery County
 - ☐ without Montgomery County
 - ☐ both with and without Montgomery County
- ☐ Provided in-unit recycling bins for residents to use
- ☐ Other outreach/education activities:

What new educational materials from the County would be helpful in your efforts to educate yourself, your staff, and your residents?

